State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Associate Governmental Program Analyst	800-808-5393-709
DIVISION/BRANCH/REGION: (*UNDERLINE ALL THAT APPLY*)	BUREAU/SECTION/UNIT: (*UNDERLINE ALL THAT APPLY*)
Community Care Licensing Division	Technical Assistance Bureau / Central Training Section
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Jodean Greene	SSM I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

☐ Designated under Conflict of Interest Code.

☐ Duties require participation in the DMV Pull Notice Program

☐ Requires repetitive movement of heavy objects.

☐ Performs other duties requiring high physical demand. *(Explain below)*

☐ None

☐ Other *(Explain below)*

This position requires a significant amount of statewide travel, lifting training boxes (up to 10 pounds) when transporting materials to and from training sites,moving heavy tables when setting up training rooms, bending and kneeling when taping cable cords for internet connectivity based trainings.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE SIGNED	EMPLOYEE'S SIGNATURE	DATE SIGNED

SUPERVISION EXERCISED (Check one):

☒ None	☐ Supervisor	☐ Lead Person	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position <u>directly</u> supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification this position <u>leads</u>.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for the planning, development and delivery of training programs specific to CCLD staff. The AGPA also assists and oversees the development and delivery of training by contracted training providers and performs other analytical duties related to staff training.

A. RESPONSIBILITIES OF POSITION:

50%   Schedule, coordinate and conduct statewide training workshops in the capacity of facilitator and/or trainer.

30%   Coordinate with management, regional offices and policy staff in identifying training needs of CCLD. Plan and develop training for CCLD staff. Research and/or obtain clarification on existing policies and regulations.

20%   Special projects and other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA reports directly to the manager of Central Training Section (CTS). The AGPA however, acts with a high degree of independence and needs to be effective in a number of areas where good judgment and good decision making are necessary.

C. ADMINISTRATIVE RESPONSIBILITY:

NONE.

D. PERSONAL CONTACTS:

The AGPA interacts routinely with all levels of departmental employees, management and the public. He/she also works with a variety of other state, county, and private agencies.

E. ACTIONS AND CONSEQUENCES:

The AGPA is an important primary member of the professional staff of CTS. Poor judgement, ineffective communication, the inability to present information and to coordinate with others, would hinder Department's ability to implement the laws, regulations, policies and procedures governing licensed community care facilities in California. It is extremely important that the decisions and recommendations given by the incumbent are reasonable, correct and reflect the Department's policies and guidelines.

F. OTHER INFORMATION;

The AGPA must be able to travel frequently (up to 70%), be able to write and articulate clearly and maintain composure in stressful situations. The incumbent must be knowledgeable in the design and development of staff training programs. Due to the specialized nature of the training program, it is highly desirable that the incumbent have knowledge of CCLD regulations, policies, procedures and be thoroughly familiar and skilled in the use of the CCLD Field Automation System (FAS) and Microsoft applications (Word, Powerpoint, Excel, and Access).